



MANAGEMENT SERVICES AND PROGRAMS DIVISION

Announces a Recruitment for the Unclassified Position of
**Administrator, Management Services and Programs
Division**

RECRUITMENT OPEN TO: This is an open competitive recruitment, open to all qualified applicants. This is a full-time permanent unclassified position that is appointed by and serves at the pleasure of the Director of the Nevada Department of Motor Vehicles (DMV).

DUTY LOCATION/TRAVEL: Carson City, Nevada. Occasional In-State and Out-of-State travel required.

APPROXIMATE ANNUAL SALARY: \$98,880 plus benefits*. Salary reflects retirement (PERS) contributions by both the employee and employer. An Employer paid contribution plan is available at the election of the employee and results in a reduced gross salary. The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION RESPONSIBILITIES: Under general supervision of the DMV Director and Deputy Director, the Administrator of the Management Services and Programs Division is responsible for all project management, legislation drafting, coordination of regulation and statutory changes, legislative interaction, fiscal note preparation, surveys, forms, policies and procedures, requests for proposals and research for the Department of Motor Vehicles.

JOB DESCRIPTION: Directs and controls services, operations and programs for the Division and ensures support and services are provided to all other divisions within the DMV to help achieve strategic plan goals related to vehicle, driver, occupational and business programs. Serves as a member of the department's management team and collaborates with the Director, Deputy Director and other Administrators to establish program goals, objectives and priorities. Participates

in strategic planning and budgeting processes. Develops and maintains good working relationships with internal and external customers, including legislators, contractors and vendors and represents the DMV through interactions with other regional, state and national agencies. Monitors and evaluates accomplishments of the Division to ensure services, operations and programs are administered in compliance with statutory and regulatory requirements while providing leadership, coaching and mentoring to direct reports. Coordinates resources and activities to streamline processes, improve services, and enhance operational effectiveness and efficiencies. Establishes Division goals and priorities and implements plans and strategies for their achievement.

The ideal candidate will possess extensive knowledge of leadership principals, having demonstrated their application in previous positions; a zest for effecting change and developing a forward looking workforce; the ability to evaluate situations and design creative and comprehensive solutions; the drive to establish and achieve goals and objectives in an expedient manner; and the ability to motivate and empower staff to be leaders and driven to make a positive difference in the lives of Nevada's residents.

Persons offered employment in this position must submit to a pre-employment fingerprint criminal history check.

TO QUALIFY: Bachelor's degree from an accredited university or college with major coursework in public or business administration or a closely related field and **Seven (7) years** of progressively responsible **management or executive experience**, which included program development, fiscal analysis, budget preparation, research and development of policies and procedures and utilization or written and oral communication skills. An equivalent combination of education and experience may be considered.

APPLICATION:

Please submit a detailed resume that includes a description of your experience with the following:

- Program development and oversight;
- Leadership and management experience which includes team building and problem solving;
- Fiscal analysis and budget development;
- Legislative and regulatory experience; and
- Written and oral communication skills, including report preparation and oral presentations.

RESUMES WILL BE ACCEPTED UNTIL: Recruitment Needs are Satisfied

SUBMIT COVER LETTER AND RESUME /DIRECT INQUIRIES TO:

David Badger, Personnel Officer
Department of Motor Vehicles Human Resources Unit
555 Wright Way
Carson City, Nevada 89711
775 684-4951

dbadger@dmv.nv.gov

** In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website. **